** PERSONAL INFORMATION** **Akhil Manikandan Sunitha**

 **Rohini, Cheenivila, koovalassery Post office,**

 **Thiruvananthapuram, Kerala, India.**

 Pin -695512

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MSN Akhil Msms



JOB APPLIED FOR Accountant

**WORK EXPERIENCE**



01/04/2012–31/03/2014 Accountant

**BLUE-CHIP Consultants Limited, Trivandrum, Kerala** (India)

* Maintaining Daily Cash Book & Bank Book
* Banking Transaction
* Preparation of Voucher
* Assisting in audit
* Bank reconciliation
* Computerized Accounting

01/04/2014–31/03/2015 Accountant

**THIS & THAT Advertising, Trivandrum, Kerala** (India)

 Prepare, examine, and analyze accounting records, financial statements, and other financial

 reports to assess accuracy, completeness, and conformance to reporting and procedural standards

. Establish tables of accounts, and assign entries to proper accounts. Analyze business

 Operations, trends, costs, revenues, financial commitments, and obligations.

01/01/2016–01/01/2019 Accountant

**INDUS TRADING Co. W.L.L, Manama** (**Bahrain**)

. Maintain and examine the records of government agencies

* Develop, implement, modify, and document record keeping and accounting systems,

making use of current computer technology

. Assisting in audit and preparations.

* Accounts receivable and payable maintaining.
* Payroll accounting.
* Ensure company accounts and tax returns are prepared and filed correctly and on time.
* Prepare weekly or monthly reports that can be used to make short-term decisions

20/01/2019– Current Role Accounts Officer

 **I.S.E.T Educational Institute karunagapally, kollam, Kerala (India)**

**EDUCATION AND TRAINING**



01/03/2009–31/03/2012 Bachelor of Commerce- Computer Application

University of Kerala, Trivandrum (India)

- Accounting with Computer Application

**PERSONAL SKILLS**



Mother tongue(s)

Foreign language(s)

English

Hindi

Malayalam



|  |  |  |
| --- | --- | --- |
| UNDERSTANDING | SPEAKING | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |
|  |
| C1 | C1 | B2 | B2 | B2 |
|  |  |  |  |  |
| C2 | C1 | C2 | C2 | C2 |



Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

|  |  |
| --- | --- |
| Communication skills | - Excellent communication skills gained with the customers and business partners. |
|  | - Very good communication skills gained with co-workers and management. |
| Organizational / managerial skills | - A good team player and goal oriented. |
|  | - Leadership quality to guide a crew. |
|  | - Time efficient in working. |
|  | - Quality in decision making |
|  | - Motivator |

Job-related skills **Proficiency in Computer**

* MS Word / MS Excel / Power Point etc.
* Accounting Package : Tally.ERP 9 / INVENTORY Biz/
* Peachtree / Quick Books/Smack/ Sap-Fico/ Smack



Digital skills

Other skills

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | SELF-ASSESSMENT |  |  |
| Information | Communication | Content | Safety | Problem |
| processing | creation | solving |
|  |  |



|  |  |  |
| --- | --- | --- |
| Independent user Independent user | Basic user | Independent user Independent user |

**Training & Certificate**:

Completed Diploma in **SAP-FICO**

Completed Diploma in Computer Application from **NCVT**

Completed Diploma in Financial Accounting & Accounting Packages from **NORKA ROOTS.**

 **Peach Tree** & **Quick Books** from G-Tec International Computer Training Tax Practitioner License from Government of India

Preparing and filing of **VAT** returns periodically, without fail.

Certificate in Business Basics from **ICFAI** University Dehradun

Functioning as the head of the team for preparing the Tax returns and books of accounts.

